



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MISSISSIPPI 39309-5404

TRARONNINEINST 1050.1A
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TRAINING SQUADRON NINE INSTRUCTION 1050.1A

Subj: LEAVE AND LIBERTY

Ref: (a) DOD 700.14-R VOL 7A
(b) MILPERSMAN 1050-010
(c) MILPERSMAN 1050-030
(d) MILPERSMAN 1050-040
(e) MILPERSMAN 1050-090
(f) MILPERSMAN 1050-100
(g) MILPERSMAN 1050-120
(h) MILPERSMAN 1050-130
(i) MILPERSMAN 1050-280
(j) MILPERSMAN 1050-290
(k) MILPERSMAN 1320-210
(l) TRARONNINEINST 1050.4

1. Purpose. To set forth policies and procedures governing leave and liberty of Training Squadron NINE personnel.

2. Cancellation. TRARONNINEINST 1050.1

3. General

a. Leave is the authorized absence of an individual from a place of duty, charged to the individual's earned leave balance. References (a) through (h) contain the definitions and policies concerning leave.

b. Liberty is an authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty is not chargeable as leave. Applicable definitions and policies concerning liberty are contained in references (i) and (j) and are paraphrased here for clarity:

(1) Regular liberty is a routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work. Regular liberty usually lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday, except for public holiday weekends or public holiday periods specifically extended by the President.

(2) The specified geographical limits for weekend and holiday travel, while not in a leave status, shall be defined by a 200 statute mile radius centered on Navy Meridian field. Although beyond the 200 mile limit, the following cities are included as authorized destinations for weekend liberty due to major highway access from Meridian: Atlanta, Georgia; Pensacola, Florida; New Orleans, Louisiana and Memphis, Tennessee. Liberty outside these prescribed geographical limits is not permitted unless specifically authorized by the Commanding Officer.

(3) Special liberty is that granted outside of regular liberty periods for unusual reasons, such as compensatory time off, emergencies, or for special recognition. Special liberty will not be combined with normal liberty on holidays or other off-duty periods. Department heads will have authority to grant 24 hour special liberty.

(4) Three-day liberty, also known as 72 hour, is a special liberty period commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day, such as from Monday afternoon until Friday morning. Three-day liberty shall be approved by the Commanding Officer.

(5) Four-day liberty, also known as 96 hour, is a special liberty period commencing with the end of normal working hours on a given day and expiring with the start of normal working hours on the fifth day to include at least two consecutive non-working days, such as from Wednesday afternoon until Monday morning. Four-day liberty shall be approved by the Commanding Officer.

4. Granting of Leave and Liberty. Granting of leave and liberty is an instrument of command management. Leave authorizations for officers and enlisted should not normally exceed 10% of the assigned personnel. Holiday periods prescribed by law are normally observed as operational requirements allow. A 50% leave authorization of the assigned personnel may be permitted, as determined by the Commanding Officer, for the holiday event.

a. Leave shall be granted, computed and charged in accordance with references (a) through (h). Under the condition of emergency leave only, personnel may be granted leave up to 15 days over earned leave on an individual basis, provided they have sufficient obligated service to cover the excess leave granted.

(1) Staff Personnel. Training requirements dictate that staff personnel be encouraged to take maximum advantage of holiday leave periods. Department heads shall ensure sufficient personnel are available to conduct required squadron operations. Staff officer leave will be approved by the Executive Officer; enlisted leave will be approved by the appropriate department head.

(2) Student Naval Aviators. Students will not normally be granted leave while undergoing training except for emergencies and during authorized holiday leave periods. All student leave will be approved by the squadron Operations Officer, Student Control, and Class Advisor.

b. Liberty/Special Liberty shall normally be granted outside normal working hours to personnel not required to be physically present for working assignments which need to be completed or to maintain a required level of operational readiness. Special Liberty during normal working hours may be granted when deemed appropriate.

(1) Officers. Staff officers may be granted special liberty, not to exceed 24 hours, by their department heads. Students may be granted special liberty, not to exceed 24 hours, by the Student Control Officer.

(2) Enlisted Personnel. Except when in a duty status, regular liberty will be granted from completion of work each day until muster the next working day. Reference (k) provides proper guidelines for submission/routing of special liberty chits.

5. Procedures

a. Leave

(1) Leave Requests. All leave requests will be submitted via the appropriate chain of command in time to arrive at the cognizant officer no later than three working days prior to the commencement of leave.

(2) Checking Out/In. Part 1 of the leave authorization form will be picked up at the squadron Administrative Office on the last working day prior to the commencement of leave. Telephone check out/in is authorized. Each individual is required to be in the immediate vicinity of Meridian upon commencement and termination of leave. Enter the date and time of commencement and termination of leave in the appropriate blocks of the leave authorization form, including the initials of the duty watchstander receiving your call. Upon termination of leave, completed leave papers will be returned to the squadron Administrative office.

(3) Leave Extensions. During normal working hours, extensions of leave will be approved on an individual basis by department heads for enlisted personnel and by the Executive Officer for officers. After normal working hours, the Squadron Duty Officer will be contacted to relay leave extension requests to the Executive Officer.

(4) Emergency Leave. Emergency leave shall be granted in accordance with reference (h). After normal working hours, the Squadron Duty Officer may authorize emergency leave with appropriate verification.

(5) Separation/Terminal Leave. Separation leave shall be granted in accordance with reference (g). Separation leave will not normally be granted for periods in excess of 60 days. Personnel requesting separation/terminal leave will submit a leave request to the Commanding Officer via the appropriate chain of command.

(6) Permissive TAD Authorization For Residence Hunting. Commanding officers are authorized to issue permissive temporary additional duty (TAD) authorizations for the purpose of residence hunting. The intent of permissive TAD authorization is to permit servicemembers time away from their present permanent duty station (PDS) to establish housing within the area of the new PDS and/or at a designated place when movement of dependents to a designated place is authorized under Joint Federal Travel Regulations (JFTR), paragraph U5222-D. Upon receipt of permanent change of station (PCS) orders, TAD may be

authorized for up to 5 normal work days prior to execution of a PCS move. This TAD period may be extended to a total of 10 calendar days when combined with weekends, holidays, and liberty. All requests for orders shall utilize the Orders Request Form (CNET Form 1320/1) and shall stipulate the type of orders requested.



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List I, Case I